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ABSTRACT

Focus on Careers, a program for single parents or homemakers, completed its second year of operation at Santa Fe (Florida) Community College on June 30, 1987. The program served 175 adult men and women from Alachua and Bradford counties who wanted to develop a career, re-enter the work force, or change careers. Services offered to single parents and homemakers by the program included vocational and career assessment, employability skills classes, counseling and support groups, job search and job retention activities, and information on available community resources. Evaluations of the program completed by those who used the services indicated that the program met or exceeded their expectations. Many of the graduates have implemented the goals they set for themselves in class and are quite satisfied with the outlook for their future. The program found an unmet need in the counties of Alachua and Bradford and continued to work hard to alert those eligible persons to the availability of the services. Staff attempted to meet participants' needs by designing classes around their schedules and by developing information to assist them in making sound career decisions. Recommendations for future programs include more staff time in follow-up activities as the graduate pool grows larger, employability skills classes offered at different times of the day, and more outreach activities into the rural areas. These recommendations will require a larger budget to implement. (Eighteen appendices comprise three-quarters of the document and contain the forms used in the program.) (Author/KC)

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ED285985

Final Report

Project No. 7 - 2D05

From July 1, 1986 to June 30, 1987

FOCUS ON CAREERS

A PROGRAM FOR SINGLE PARENTS OR HOMEMAKERS

Santa Fe Community College
3000 N. W. 83rd Street
Gainesville, FL 32602

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ACKNOWLEDGEMENTS

FOCUS ON CAREERS -- A Program for Single Parents or Homemakers has accomplished another year of serving the target population of single parents and homemakers of Alachua and Bradford counties. Gratitude goes to the dedicated people who gave so generously of their time and energy in behalf of the program. Acknowledgements also go to the Florida Division of Vocational Adult and Community Education for providing continuing funding for this program, and to Santa Fe Community College for its continued sponsorship and support.

Special appreciation is expressed to the administration, staff, and to the faculty of Santa Fe Community College who have worked so hard to make this program successful. Without the local human resource agencies, business leaders, and program participants who have placed their faith in this program, there would be no need for this annual report. The following people from the community have contributed their time and talents in behalf of the program:

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Dr. Anne Mendenhall, Coordinator, Family Resource Center

Jerry Noland, Community Affairs Director, Burdines

Dorothy Richardson, Image Consultant, Gainesville

Rita Smith, Coordinator, Volunteer Center of Gainesville

B. J. Sullivan, Employment Interviewer, North Florida Regional Hospital

Tom Whitecotton, Personnel Interviewer, City of Gainesville

Advisory Committee Members listed in Appendix N

ABSTRACT

"FOCUS ON CAREERS - A Program for Single Parents or Homemakers" completed its second year of operation at Santa Fe Community College on June 30, 1987. The program served 175 adult men and women from Alachua and Bradford counties who wanted to develop a career, re-enter the workforce, or change careers. Services offered to single parents and homemakers by the program included vocational and career assessment, employability skills classes, counseling and support groups, job search and job retention activities, and information on available community resources. Evaluations of the program completed by those who used the services indicate that the program met or exceeded their expectations. Many of the graduates have implemented the goals they set for themselves in class and are quite satisfied with the outlook for their future.

The program found an unmet need in the counties of Alachua and Bradford and continued to work hard to alert those eligible persons to the availablity of the services. The need is still great and the program faces many challenges to continue meeting the career and vocational assessment and goal-setting needs of the target populations. Staff has been creative in designing classes around the participants' scheduling desires, and in developing information to assist them in making sound career decisions.

Recommendations for future programs include more staff time in follow-up activities as the graduate pool grows larger, employability skills classes offered at different times of day, and more outreach activities into the rural areas. These recommendations will require a larger budget to implement.

INTRODUCTION

"FOCUS ON CAREERS - A Program for Single Parents or Homemakers" completed its second year at Santa Fe Community College (SFCC) in Gainesville, Florida on June 30, 1987, through funding by the Florida Department of Education, Division of Vocational Education.

The 1986-87 program was designed to meet the vocational and career counseling needs of 145 single heads of household or homemakers who did not meet the eligibility requirements of the HRS-funded Displaced Homemaker Program at SFCC. The program offered employability skills training, career counseling and support services, and follow-up by staff. Child care and transportation services were not offered due to budget cut-backs.

The local Job Service of Florida reports that 81 percent of all unemployed women under age 35 are looking for work and finding it very difficult to obtain. According to the 1980 Census Handbook, Florida Counties published by University Presses in Gainesville, over 60 percent of the households headed by women in Alachua County have children under age 18. After working with this population for the first program year, staff has learned that the need for assistance with career planning and job search techniques, confidence-building and self-esteem issues, and support groups is great. Local employers want well-trained, mature, and responsible adults to hire. They contact the program regularly looking for qualified individuals to interview. Gainesville's university orientation and high turnover rate makes the older worker more attractive to employers than would be the case in other communities. The program continues to assist employers and the target eligible population in reaching their mutual goals.

FOCUS ON CAREERS set out to achieve the following objectives in the second funding year:

1. TO PROVIDE QUALITY VOCATIONAL AND CAREER ASSESSMENT, EXPLORATION, AND GOAL SETTING ACTIVITIES TO APPROXIMATELY 145 PEOPLE. These services were provided to 175 people.

2. TO PROVIDE A TWO-TO-THREE WEEK EMPLOYABILITY SKILLS CLASS TO APPROXIMATELY 145 PEOPLE FROM ALACHUA AND BRADFORD COUNTIES. Eleven classes were offered this year with 63 people graduating from the classes. Of those people, seven have enrolled in further education, twenty-four are working in their chosen career, nineteen are still pursuing employment opportunities, and thirteen have lost contact with the program.

3. TO OFFER QUALITY, UP-TO-DATE INFORMATION TO PROGRAM PARTICIPANTS ABOUT CAREERS, VOCATIONAL/TECHNICAL PROGRAMS, NON-TRADITIONAL TRAINING PROGRAMS, AND REALITIES OF CAREER DEVELOPMENT. The program provided this service to 175 people during its second year of operation.

4. TO PROVIDE SELF ASSESSMENT AND CONFIDENCE-BUILDING ACTIVITIES. This was accomplished with most of the people served by the program through the employability skill classes, special workshops offered, or through counseling.

5. TO DEVELOP AND PRESENT INFORMATION TO THE PARTICIPANTS ON AVAILABLE COMMUNITY RESOURCES AND HOW TO EFFECTIVELY USE THEM. This goal was met with the participants in the employability skills classes. Extensive printed material was provided to them as well as having community resource people speak to them in class.

6. TO DEVELOP JOB SEARCH SUPPORT GROUPS FOR PARTICIPANTS UNTIL THEY ARE EMPLOYED. This goal was attempted early in the year but was not well-attended due to the varying schedules of the participants. Rather than conduct formal, mass job search support groups, small groups were encouraged for the specific class groupings and were handled by the participants themselves with staff as facilitators.

7. TO OFFER JOB RETENTION/CAREER BUILDING COUNSELING OPPORTUNITIES TO PARTICIPANTS AFTER THEY ARE HIRED. This was offered throughout the year and provided by staff in individual counseling sessions.

8. TO PROVIDE OUTREACH ACTIVITIES THROUGHOUT THE COMMUNITY AS NEEDED. This was done by the Program Coordinator on a regular basis with community agencies, churches, business groups, and various social organizations to spread the word about the services of the program.

9. TO MAKE THIS PROGRAM MORE ACCESSIBLE TO SINGLE PARENTS OR HOMEMAKERS BY ASSISTING WITH CHILD CARE AND/OR TRANSPORTATION AS NEEDED TO FACILITATE PARTICIPATION. The grant budget had requested funds to provide these services in the second year, as had been done in the first year. However, funds for child care and transportation were removed from the budget and not restored until a budget amendment was approved in April of 1987. By then it was most difficult to provide any meaningful assistance with these needs. Child care was arranged for four special workshops offered by the program at the end of the grant year.

The program was limited to serving residents of Alachua and Bradford counties, since that is the service jurisdiction of Santa Fe Community College.

METHODS

FOCUS ON CAREERS provided services to eligible single parents and homemakers from Alachua and Bradford counties through several program components in the second grant year. While each participant did not utilize every component, all components were made available to everyone accessing the program.

COMPONENT I - ASSESSMENT, CAREER EXPLORATION AND GOAL SETTING ACTIVITIES.

As participants contacted the program, staff obtained initial information about the person's circumstances and needs. Background information was gathered about prior employment history and educational level. Each person was asked to discuss their feelings about the work they had done in the past, and their hopes for the future. During this initial discussion the Counselor made referrals to appropriate resources at Santa Fe Community College and in the community to assist each individual with their specific needs. Anyone who did not have at least a General Education Diploma (G.E.D.) was immediately referred to a staff member at SFCC for counseling in the G.E.D. pre-test. They were encouraged to return to FOCUS ON CAREERS as soon as they obtained their G.E.D. This was done to insure that everyone who took the employability skills course offered by the program could handle the printed materials and could be successful in the very competitive labor market in the Gainesville area.

After determining the person's reasons for contacting the program and completing the intake form (Appendix A), the Counselor made an appointment for the participant to spend about two hours on SFCC's computerized career assessment tool called SIGI PLUS (System for Interactive Guidance and Information) designed for the person who has had some life experience. This assessment proved to be an invaluable step in preparing the participants for the employability skills course of the program. It asks questions about skills, values, past experiences and interests, and assists participants in researching occupations and starts the important thought process of personal and career assessment pursued in the course that immediately follows this activity.

COMPONENT II - EMPLOYABILITY SKILLS TRAINING IN A CLASSROOM SETTING, JOB SEARCH ACTIVITIES, AND JOB RETENTION COUNSELING.

FOCUS ON CAREERS conducted eleven employability skills class in the second funding year. Nine classes were held in Gainesville in the daytime and two classes were offered in Starke (Bradford County) at night at the Santa Fe Community College Center.

A typical class schedule is attached as Appendix B. The schedule was kept very flexible to accommodate the needs of the individual members of each class. The Counselors revised their delivery of materials as the class' group dynamics evolved. The class content included: self and career assessment activities, confidence-building skills, realities of the work world, parenting skills, non-traditional careers and high-wage/high-placement opportunities, motivation, goal-setting activities, job search techniques, preparation of job applications, resumes, and cover letters, gathering of references, stress and time management, health and nutrition, interview skills, and job retention and career progression. Classes were held for five hours each day for two consecutive weeks at the SFCC campuses in Gainesville. The two Starke classes met from 6:30 to 9:30 pm twice a week for seven weeks. The community resource persons contributing to the employability skills classes are listed in the Acknowledgement Section of this Report.

The forty hours of contact time in class went very quickly. Therefore, much of the job retention counseling was done after the participants graduated from the formal class and had obtained employment. This was achieved in individual sessions with the Counselor or Program Coordinator.

Individualized job search activities are continued as part of the follow-up component of the program. The staff handle each individual according to their needs. In the second year of funding, staff continued to provide assistance to the participants of the first grant year, numbering approximately fifty people. This program has been visible enough to the local business community that many job opportunities have been shared with staff on a regular basis. These leads were immediately passed on to appropriate participants by phone or mail.

COMPONENT III - OUTREACH WORKSHOPS AND SEMINARS

FOCUS ON CAREERS utilizes a full-time Coordinator and a three-quarter time counselor to staff the program. Staff efforts in the second funding year were concentrated on maintaining the monthly employability skills class schedule, informing the community about the services of the program, and assisting participants from the first year of operation as well as the new participants.

Two employability skills classes were presented in Bradford County to reach that rural community. Four pilot workshops were conducted in Gainesville in May and June of 1987 on four different topics of interest to the target population. See Appendix C for the brochure marketing these workshops. The workshops were held at the Gainesville campus of Santa Fe Community College as follows:

a. ASSERTIVE COMMUNICATION SKILLS on Saturday, May 30 from 9am to 12noon. Twenty people attended.

b. INTERVIEWING FOR SUCCESS on Monday June 1 from 7 - 9pm. Fourteen people attended.

c. COPING WITH STRESS on Thursday June 4 from 4 - 6pm. Nineteen people attended.

d. RESUMES THAT WORK FOR YOU on Saturday June 13 from 1 - 3pm. Thirty-one people attended.

Additional outreach services conducted this program year included radio talk shows, announcements at local women's groups' luncheons, and flyers mailed to postal patrons in several rural communities.

COMPONENT IV - INDIVIDUAL COUNSELING, DISSEMINATION OF PROGRAM INFORMATION.

a. INDIVIDUAL COUNSELING - The two staff members and two university graduate assistants, who served as volunteers to the program for one semester each of vocational counseling, provided 418 hours of formal career and personal counseling to the total participant population who sought that service. Many other hours were spent in less formal "counseling sessions" over the telephone as participants called with specific problems.

b. DISSEMINATION OF PROGRAM INFORMATION - Notices about the employability skills classes were mailed to community resources, churches, area professionals, program graduates, and others on a growing mailing list (Appendix D and E). Bulletin boards, designed by one of the program's graduates, assisted in marketing FOCUS ON CAREERS to SFCC students and staff. The College Relations Office of SFCC was very helpful in sending out press releases and articles to local media on a regular cycle to alert the community to the services available through FOCUS ON CAREERS. Appendix F is an example of such a release. Other forms of information dissemination used by the program are attached as Appendices G - L. In December, SFCC's Resource Center Focus on Women sent out a newsletter which included an article about FOCUS ON CAREERS to 6500 people (Appendix G). Various local newspaper articles are exhibited in Appendices H and I. The newsletter of the Gainesville Area Women's Network featured FOCUS ON CAREERS in its January edition (Appendix J). The network's membership numbers 250 local business and professional women, as well as homemakers. Announcements of up-coming classes were made by program staff at each of the monthly luncheon meetings of that organization where attendance averages 90. Large, plasticized posters were placed in each of the Gainesville transit buses to alert riders to the services available through SFCC's Focus On Women, which includes FOCUS ON CAREERS (Appendix K). Women to Women News magazine carried an announcement about the Special Workshops offered by the program (Appendix L).

This year a monthly newsletter was developed to notify program graduates about events and issues of interest to them. Appendix M is an example of such a newsletter.

ADVISORY COMMITTEE - FOCUS ON CAREERS has a very representative Advisory Committee which functions well for the purpose of reviewing program components and for suggesting improvements to better serve the target population. Appendix N lists the members, who represent various community agencies and resources critical to the success of the program. Staff met with the committee several times to obtain their input on marketing the program, finding participants, and fine-tuning the various services offered.

NETWORKING ACTIVITIES OFFERED TO PARTICIPANTS - Staff made every effort to encourage participants to network with area business people to assist in building self-confidence and to make valuable job contacts. Each month the Gainesville Area Women's Network meets for lunch for the purpose of fostering networking among area women. Each class of FOCUS ON CAREERS was invited to attend these luncheons at their own expense and to distribute resumes and practice shaking hands and making contacts. Several participants joined the organization and began attending every month.

MATERIALS USED IN THE EMPLOYABILITY SKILLS CLASSES - Approximately 85 different printed materials have been developed and distributed to participants of each employability skills class. When community resource individuals participated in the program, staff video-taped their presentations using SFCC equipment so that future classes could benefit from their information if they were unable to attend other classes personally. Films and video-tapes owned by SFCC were shown to the classes and assessment tools such as the Holland Self-Directed Search and the Myers-Briggs Type Indicator were administered to each participant. CHOICES, Florida VIEW, the SFCC Career Resource Library, and SIGI PLUS were also utilized. Appendix O contains a list of resource materials obtained with program funds for use in the classes or by program participants on a check-out basis.

COMMUNICATION WITH OTHER SIMILAR PROGRAMS - Staff attended several group meetings sponsored by the Division of Vocational Education for Equity, Single Parent, and Homemaker Programs around the state this year. Staff obtained good ideas and information from each of these exposures. Similar programs throughout the Southeast have been in contact with FOCUS ON CAREERS this year as all staffs attempt to offer the best possible services levels. Locally, this program communicates and coordinates very well with the Sex Equity Program in Vocational Education, the HRS-funded Displaced Homemaker Program, the vocational/technical education programs at SFCC, and the various student support offices at SFCC. Area agency cooperation is excellent as is the working relationship with the other educational institutions and the local governments in this jurisdiction.

FINDINGS AND ANALYSIS

FOCUS ON CAREERS presents the results of the second year of operation by grant objective as follows:

1. TO PROVIDE QUALITY VOCATIONAL AND CAREER ASSESSMENT, EXPLORATION, AND GOAL-SETTING ACTIVITIES TO APPROXIMATELY ONE HUNDRED AND FORTY-FIVE PARTICIPANTS.

Vocational and career assessment, exploration, and goal-setting activities were all part of each of the eleven employability skills classes offered through FOCUS ON CAREERS. SIGI PLUS, the SFCC Career Resource Library, and several class sessions on goal-setting techniques, with time spent setting short and long-range goals, were utilized by all the participants who went through the class. One hundred and six people were served with vocational assessment and career exploration activities. Of those, 85 completed the goal-setting activities, the Holland Self-Directed Search, the class discussions on non-traditional careers, and exploration of their career interests.

2. TO PROVIDE A TWO-TO-THREE WEEK EMPLOYABILITY SKILLS CLASS TO APPROXIMATELY ONE-HUNDRED AND FORTY-FIVE PEOPLE FROM ALACHUA AND BRADFORD COUNTIES.

Eighty-five people enrolled in the eleven employability skills classes and 63 graduated after the two week class. The enrollees included 3 males and sixty females. Thirty percent were black. Three Hispanic females, one Asian female, and one Oriental female graduated. Program statistics are further analyzed in Appendix P.

Nine employability skills classes were offered once a month for two weeks during the day in Gainesville and two night classes were offered in Starke. Day classes were five hours each session and night classes were three hours twice a week.

3. TO OFFER QUALITY, UP-TO-DATE INFORMATION TO PROGRAM PARTICIPANTS ABOUT CAREERS, VOCATIONAL/TECHNICAL PROGRAMS, NON-TRADITIONAL TRAINING PROGRAMS, AND REALITIES OF CAREER DEVELOPMENT.

Each employability skills class received orientation to the many programs and services available to participants through Santa Fe Community College and through the Gainesville/Alachua County community resource system.

Participants were given provided copies of community resources as well as services of the college, such as financial aid, career resource library, career counselors, etc. SFCC has excellent vocational/technical programs, and participants were informed on how they could become involved with those programs.

The Coordinator of the Sex Equity Program in Vocational Education spoke on non-traditional training opportunities available through that program. Several of FOCUS ON CAREERS' participants enrolled in various non-traditional training programs sponsored by Sex Equity this year. Group discussion centered on the potential earnings of various careers. The participants were very interested in the differences in salaries and became aware of a better financial future in some of the non-traditional fields.

Staff made certain that participants understood how to use the support services available to them through the program and through SFCC. Career counseling, follow-up after class, job clubs, information on available jobs, and the support and friendship of their classmates was available to all class participants.

4. TO PROVIDE SELF-ASSESSMENT AND CONFIDENCE BUILDING ACTIVITIES.

Self-assessment and confidence building activities were built into the daily schedule of the employability skills classes. Participants were challenged each day to review their past successes and failures and to analyze their patterns and road-blocks to "success." They practiced assertive techniques, communication skills, viewed the film "You Pack Your Own Chute," and discussed the results of their Myers-Briggs Personality Type Indicator (MBTI) and their Holland Self-Directed Search (SDS). Discussions of how home and family influences affect performance in the work place were held. Participants practiced eye contact, hand shakes, and various forms of workplace communication.

5. TO DEVELOP AND PRESENT INFORMATION TO THE PARTICIPANTS ON AVAILABLE COMMUNITY RESOURCES AND PROGRAMS AND HOW TO EFFECTIVELY USE THEM.

The Coordinator of the Family Resource Center and the Director of the Information and Referral Program provided excellent information to all the class participants about available community resources. Gainesville has over 500 resources, so participants had many possibilities to choose from as they matched their needs with the

available services. The information provided to the participants in these areas appeared to be sufficient and was accurate and timely. They were given a broad overview of the available resources and counseled in how to access them as needed.

6. TO DEVELOP JOB SEARCH SUPPORT GROUPS FOR PARTICIPANTS UNTIL THEY ARE EMPLOYED.

Graduates of each employability skills class were invited to attend a monthly job club meeting held at Santa Fe the third Thursday evening of each month. Attendance varied at each session, with the highest attendance when there was a community resource person scheduled to speak. A staff member acted as a facilitator, but the graduates were responsible for discussing job leads with each other and sharing interview experiences and their own job search techniques. The further away from their class graduation they were in time, the more difficult it was to get then to attend job club meetings. They seemed to prefer to discuss their successes or problems with staff over the phone. After the March job club meeting, this procedure was discontinued due to lack of interest by the program participants.

7. TO OFFER JOB RETENTION/CAREER BUILDING COUNSELING OPPORTUNITIES TO PARTICIPANTS AFTER THEY ARE HIRED.

Staff has been in regular contact with all graduates of all the employability skills classes held by the program in the first year as well as the year just completed for the purpose of assisting them with any job search difficulties they may experience and to counsel those who have found employment in any problems they encounter on the job. Most graduates have not indicated they are having difficulties once they are employed. Staff has spent more time with those who do not find employment fairly quickly after class. The telephone seems to be a satisfactory method of follow-up.

8. TO PROVIDE OUTREACH ACTIVITIES THROUGHOUT THE COMMUNITY AS NEEDED.

Outlying areas of Alachua and Bradford counties have been informed of the availability of the program through media releases and mailings, posters, talks to community groups, and word of mouth from graduates. An employability skills class was marketed to the community of Hawthorne in eastern Alachua County in May of 1987. No one expressed interest in the class. However, the

classes offered in Starke in Bradford county always generate much interest. Therefore, staff concentrated efforts this year on classes in Starke and at the main campus of the college to reach the target population. Without budgeted funds to assist with transportation, it is difficult to bring people in from the outlying areas. Much of the work done with these people is over the phone. Staff attempts to arrange suitable meeting times when the rural residents come to Gainesville for medical care or shopping trips. A larger budget is necessary to provide adequate outreach workshops or seminars.

9. TO MAKE THIS PROGRAM MORE ACCESSIBLE TO SINGLE PARENTS OR HOMEMAKERS BY ASSISTING WITH CHILD CARE AND/OR TRANSPORTATION AS NEEDED TO FACILITATE PARTICIPATION.

In its first year of operation, this program had a line item available for child care and transportation assistance to those people who would not be able to participate in the services of the program without such assistance. These funds were deleted from the second year's budget and not restored until a budget amendment was received in April of 1987. Therefore, the program was not able to assist as much as necessary with child care and transportation, except for the special workshops that were conducted in May and June. The Little School, an HRS-licensed day care center at Santa Fe Community College, provided child care during the pilot workshops for those persons who could not have participated otherwise. This was only possible because the workshops were held on Saturdays and in the evening when the regular attendees of the Little School were not there.

10. FOLLOW-UP FINDINGS.

Staff conducted follow-up with each participant after their graduation to determine their progress in meeting the goals they had set in class. An evaluation form was completed by each person on the last day of class to obtain feed-back about their overall impressions of the experience they had just completed (Appendix Q). Staff also contacted all participants in the month of June to compare reactions on the evaluation forms to current status. Of the sixty-three people who completed the employability skills class, seven have enrolled in further education, twenty-four are now working in their chosen field, nineteen are still pursuing their career plans, and thirteen are no longer in the area.

11. ORGANIZATIONAL STRUCTURE OF THE PROGRAM.

An organizational chart is attached as Appendix R. The Advisory Committee was helpful to staff in critiquing

ideas on marketing and how to best serve the target population. Support and administrative staff of SFCC were invaluable to the program in being able to meet its goals and in offering high quality services that were not contemplated in the grant budget.

12. NETWORKING ACTIVITIES OFFERED TO PARTICIPANTS.

The staff believes that the networking opportunities that participants were encouraged to pursue made a valuable impact on their self-esteem and confidence. Because of the support systems that developed around most of the participants, they were able to implement their goals quickly and with a very positive feeling about themselves.

CONCLUSIONS AND RECOMMENDATIONS

FOCUS ON CAREERS met the stated second-year program objectives of providing information, vocational assessment, career exploration, goal-setting activities, employability skills, self-assessment and confidence building activities, job search groups, and job retention counseling to interested single parents and homemakers in Alachua and Bradford counties. The program appears to be making a significant impact on the lives of those who participated fully in all the services of the program. A total of 175 new people received services from the program, with 106 of them completing vocational assessment and career exploration. The program also continued to serve the first year's graduate group of 53 people with career and personal counseling.

It is recommended that in future years of funding, the Program Coordinator concentrate on marketing the program to the target population in a variety of new ways to locate eligible men and women who could benefit from the services provided. Past efforts to inform the target population have focused on mailing brochures to referring agencies and community resources, as well as to a growing list of interested people. Presentations have also been made to various community groups. These should be continued and expanded wherever possible. However, until the program staff is expanded, it will be very difficult to serve many more participants because the graduate pool continues to expand with each funding year. These people continue to access the program as needed, using staff time and program resources.

The information that is provided to participants about vocational educational programs, non-traditional careers, and support services appears to be meeting their needs very well. Extensive information is made available through the class, both verbal and written. Printed materials used in the employability skills class have been gathered from a variety of sources and now number approximately one hundred pages.

It is recommended that staff continue to up-date this information and provide it to all who become involved with the program. Presentations should continue to be made by outside resource persons whenever possible to facilitate the participants' understanding of the information. Information about the services and programs of SFCC should continue to be available as that has stimulated several participants to enroll in credit classes and programs of the college.

The personal and career assessment section of the class is very popular with both participants and staff. Self-esteem and confidence-building activities are very valuable.

It is recommended that personal and career assessment activities be continued. SIGI PLUS should be used by all participants of the program as it has proven to be a very valuable self-assessment and planning tool. The Myers-Briggs Personality Type Indicator, Please Understand Me (a computerized version of the MBTI), and the Holland Self-Directed Search should continue to be used selectively.

Follow-up for one year after employment has been on-going. Graduates from both program years are contacted approximately once a month to determine their progress in meeting their goals and to offer assistance when needed.

It is recommended that this informal follow-up system be continued if possible with the limited staff and increasing graduate pool. The telephone contact with program graduates serves several important functions. In addition to learning what progress graduates have made in their career plan implementation, these contacts usually provide opportunities to pass on new ideas and strategies and to renew motivation. It also fosters the concept of a caring support network that the graduates are a part of as a result of their participation in the program.

Outreach activities to rural areas have been addressed more extensively this program year but with mixed results.

It is recommended that staff continue to assess the needs of the rural communities and continue to develop appropriate mechanisms for disseminating information and offering services to those areas. Bradford county has unmet needs because they have so few social services and community resources. Additional staff resources and travel funds need to be made available to perform adequate outreach into the rural areas.

Scheduling of classes, convenient to the majority of the target population, may be a problem with the low attendance rate at the employability skills classes. Most of the single parents with children in the school system were satisfied with classes offered from 9am to 2pm. However, those people who were working during the day in minimum wage jobs and wanted to improve their

employability skills were only interested in late afternoon or night classes. The program has developed a file for those people in the hope that a night class could be staffed.

It is recommended that additional funds be made available to staff employability skills classes in the evenings and/or on weekends to serve the eligible target population that cannot attend daytime, weekday classes. Evaluations of the program by graduates on their last class day indicate that the program met or exceeded their expectations. Each graduate defines "success" very differently and personally. Not all have obtained employment, but most have implemented the plans they made in class to reach their stated goals.

It is recommended that staff continue to up-grade the employability skills course based on the feedback obtained from each class. This process should be on-going. Data should be collected on those people who dropped out of class and those who never pursued that service after contacting the program to determine what prevented their successful completion of the program. With the current staffing level, this is very difficult to accomplish since staff efforts are directed toward serving the participants who are actively involved with the program.

Marketing efforts continue to be a major consideration as FOCUS ON CAREERS serves Alachua and Bradford county residents.

It is recommended that additional efforts by made to inform the community about the services of the program and to become more informed about the program needs of the target population. There is a pending file of over 150 people to be contacted to assess what schedule and type of services would meet their needs. The strategies used to market the program worked well, but name and program recognition need to be constantly emphasized.

The grant budget approved by the Division of Vocational Education was adhered to carefully by following applicable state and SFCC guidelines. It was again helpful to have flexibility in utilizing the funds to implement developments in the program as they occurred to staff. The pilot workshops conducted this spring are examples of how flexibility increased program participation and better services to the target population.

It is recommended that next year's budget be increased to provide funds for more classes. There is a constantly-growing pool of program graduates that needs more concentrated follow-up services. The continued involvement of the program participants in SIGI PLUS is essential. Additional part-time staff would provide for flexibility in scheduling of classes and in providing additional services.

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DATE _____

INITIALS _____

LAST NAME

FIRST NAME

FOCUS ON CAREERS

INTAKE FORM

NAME _____

ADDRESS _____

_____

PHONES _____ home _____ work

BIRTHDATE _____ AGE _____

SEX _____ ETHNIC _____

STATUS:

SINGLE PARENT ____ HOMEMAKER ____

MARRIED ____ DIVORCED ____ SEPARATED ____ WIDOWED ____

CHILDREN: _____ Number AGES: _____

EDUCATIONAL LEVEL: _____

EMPLOYED: _____

WORK EXPERIENCE: _____

_____

_____

SPECIAL SKILLS/INTERESTS: _____

_____

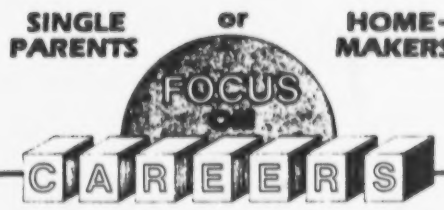
_____

NEED CHILDCARE? _____ Y or N How Many Ages

NEED TRANSPORTATION? _____

HOW HEARD ABOUT FOC? _____

REFERRED BY: _____



P.O. BOX 1530 • 3000 N.W. 83 STREET • 395-5393 • GAINESVILLE, FL. 32602

EMPLOYABILITY SKILLS CLASS SCHEDULE

WEEK I DAY I

Orientation & Introductions
SFCC Multi-media presentation
Tour of SFCC
Discussion of various programs
Confidence Building skills

DAY II

Motivational Film
Discussion of Barriers to Success
Motivation Principles
Personal Goal Setting
Reference Development
Holland Self-Directed Search

DAY III

Interpersonal Communications Skills
Non-Verbal Communication Video
Personal Values into Career Values
Stress Management
Processing SDS Results

DAY IV

Career Image Consultant
Marketing Strategies
Personal Data Sheet
Job Application Techniques
Balanced Approach to Success
High Wage/High Placement Resources
Job Search Techniques

DAY V

Discussion of MBTI Scores
Goal Setting Strategies
Time Management & Organization
Job Search/Classified Ads

WEEK II DAY I

High Wage/High Placement Jobs
Video on Job Outlook
Interview Strategies
Goal Setting Exercise
Time Management

DAY II

Mock Interviews
Resume Development
Completing Job Applications
Cover Letters
Parenting Issues
Health & Fitness

DAY III

Mock Interviews
Resume Development
Decision-making Skills
Individual Action Plans

DAY IV

Review all prior materials
Development of Support Group
Video by Community Public Relations professional

DAY V

Wrap-up activities
Graduation speaker
Graduation exercises

Non-profit organization
U.S. Postage
PAID
Gainesville, FL
Permit No. 444

FOCUS ON CAREERS
Single Parents or Homemakers Program
Santa Fe Community College
P.O. Box 1530 A-243-A
Gainesville, FL 32602

27

21

CALL SFCC **NOW** for more information on how you can develop
A MEANINGFUL CAREER 395-5393

SANTA FE COMMUNITY COLLEGE

FOCUS ON CAREERS

ANNOUNCES ITS

FREE
SPECIAL SUMMER
WORKSHOPS

May 30
ASSERTIVE COMMUNICATION SKILLS
June 1
INTERVIEWING FOR SUCCESS
June 4
COPING WITH STRESS
June 13
RESUMES THAT WORK FOR YOU

Designed especially for
SINGLE PARENTS
and
DISPLACED HOMEMAKERS

Join us for one or all of these exciting FREE workshops!

FOCUS ON CAREERS:

THE SINGLE PARENTS OR HOMEMAKERS PROGRAM:

SERVES

- Adult **MEN** and **WOMEN** who are residents of ALACHUA or BRADFORD COUNTIES and are
- **SINGLE PARENTS** who have responsibility for a minor child or children, or are
- **HOMEMAKERS** who have cared for home and family for years without pay.

YOUR WORKSHOP LEADER
SYLVIA deGALE

Sylvia deGale is an instructor and counselor in several Women's Programs at Santa Fe Community College. She is presently teaching Career Development classes at SFCC while she finishes graduate work at the University of Florida in Mental Health Counseling.

Sylvia is an excellent workshop leader. She brings many years of experience in the areas of vocational and career development, communication skills, and women's issues.

Join Sylvia for an interesting and meaningful opportunity to learn and grow.

Appendix C -1

28

SPECIAL SUMMER WORKSHOPS

ASSERTIVE COMMUNICATIONS SKILLS

Saturday, MAY 30 9 am - 12 pm

- Recognize the difference between assertion and aggression
- Learn effective communication techniques
- Learn to say "no" without feeling guilty

INTERVIEWING FOR SUCCESS

Monday, JUNE 1 7-9 pm

- Learn strategies of interviewing for success
- Understand the importance of image, body language, and eye contact
- Learn how to field those "tough" questions

COPING WITH STRESS

Thursday, JUNE 4 4-6 pm

- Learn how to identify and control what stresses you
- Understand the value of stress in your life
- Practice stress reduction techniques

RESUMES THAT WORK FOR YOU

Saturday, JUNE 13 1-4 pm

- Learn how to develop a professional resume emphasizing your abilities
- Learn tips to make your resume work better for you

FREE Child Care Services are available for each workshop. Pre-registration is required. Call 395-5393 to make arrangements.

All workshops will be held in Building R, Room 01 at the SFCC Campus — 3000 N.W. 83rd Street, Gainesville, FL.

CALL SFCC FOCUS ON CAREERS AT 395-5393

AN EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION

REGISTRATION FORM
SPECIAL SUMMER WORKSHOPS of FOCUS ON CAREERS

Name _____

Address _____

City & Zip _____

Phones _____ Home _____ Work

Register me for the following FREE workshops:

____	**Assertive Communication Skills**	May 30	9 am - 12 pm
____	**Interviewing for Success**	June 1	7 - 9 pm
____	**Coping with Stress**	June 4	4 - 6 pm
____	**Resumes that Work for You**	June 13	1 - 4 pm

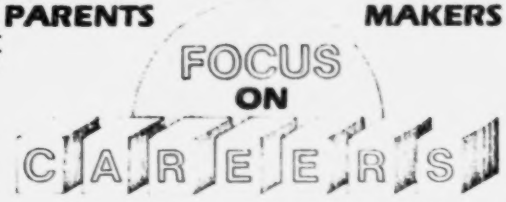
Send form to FOCUS ON CAREERS, Santa Fe Community College, P.O. Box 1530 A-243-A, Gainesville, FL 32602

21 - 2

Appendix D

FOCUS ON CAREERS will assist you in:

SINGLE PARENTS or **HOME-MAKERS**



- Deciding what career is best for you
- Packaging yourself for career success
- Developing a professional resume
- Learning good interview skills
- Providing support during your transition
- Counseling you with problems after employment

THERE ARE NO FEES FOR ANY OF THE SERVICES OF FOCUS ON CAREERS.

CALL SFCC FOCUS ON CAREERS AT 395-5393

The program is delivered in two-week classes with individual counseling and Job Clubs after each class. You must be pre-registered for these free classes.

EMPLOYABILITY SKILLS CLASS SCHEDULE

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CLASSES HELD AT SFCC CAMPUS

- September 8-19, 1986
- October 13-24, 1986
- November 10-21, 1986
- December 8-19, 1986

AN EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION

Take the First Step . . .

☐ Put my name on your mailing list

I would like further information about . . .

☐ Program dates, times and locations

☐ Information on resources and services in my area

Other _____

_____

_____

_____ 22

_____

_____

Name

_____

Address

_____

_____

_____

_____ Zip _____

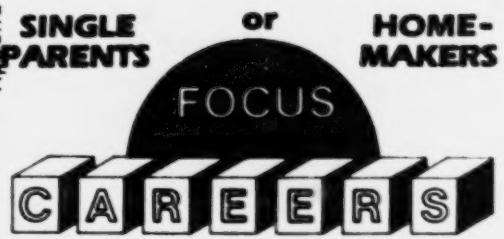
Telephone _____

The best time to reach me is _____ 32

Employers are encouraged to contact SFCC for more information on how they can hire program graduates

Appendix E

FOCUS ON CAREERS will assist you in:



- Deciding what career is best for you
- Packaging yourself for career success
- Developing a professional resume
- Learning good interview skills
- Providing support during your transition
- Counseling you with problems after employment

THERE ARE NO FEES FOR ANY OF THE SERVICES OF FOCUS ON CAREERS.

CALL SFCC FOCUS ON CAREERS AT 395-5393

The program is delivered in two-week classes with individual counseling and Job Clubs after each class. You must be pre-registered for these free classes.

EMPLOYABILITY SKILLS CLASS SCHEDULE

CLASSES HELD AT SFCC CAMPUS

- January 19-30, 1987
- February 16-27, 1987
- March 16-27, 1987
- April 13-24, 1987
- May 11-22, 1987

AN EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION

33

Take the First Step . . .

☐ Put my name on your mailing list

I would like further information about . . .

☐ Program dates, times and locations

☐ Information on resources and services in my area

Other _____

_____

_____

_____

_____

_____

Name _____

Address _____

_____

_____

_____

_____ Zip _____

Telephone _____

The best time to reach me is _____

Employers are encouraged to contact SFCC for more information on how they can hire program graduates.

23

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news
from SANTA FE COMMUNITY COLLEGE
Office of Information and Community Relations
3000 N.W. 83rd Street, Gainesville, FL 32602
(904) 395-5235
SFCC

PUBLIC SERVICE ANNOUNCEMENT
35 SECONDS

contact: Laura Chambless
395-5803

August 29, 1986

SANTA FE COMMUNITY COLLEGE ANNOUNCES ITS NEXT EMPLOYABILITY SKILLS CLASS OF FOCUS ON CAREERS: A PROGRAM FOR SINGLE PARENTS OR HOMEMAKERS. THE NEW CLASS STARTS MONDAY, SEPTEMBER 8TH AND ENDS ON FRIDAY, SEPTEMBER 19TH. CLASSES ARE FROM 9:00 A.M. TO 2:00 P.M. AT THE SANTA FE CAMPUS. THE FREE PROGRAM SERVES ADULT MEN AND WOMEN WHO ARE RESIDENTS OF ALACHUA OR BRADFORD COUNTIES AND ARE SINGLE PARENTS OR HOMEMAKERS.

THE PROGRAM IS OFFERED TO PARTICIPANTS WHO WANT TO DEVELOP A CAREER, RE-ENTER THE JOB MARKET, OR CHANGE CAREERS. YOU MUST PRE-REGISTER TO ATTEND. FOR MORE INFORMATION, CONTACT MARNIE MOORE OR MARILYN PEYTON AT SFCC.

##

News from the Resource Center: Focus on Women Santa Fe Community College

Focus On Women

Volume 9, Number 1 December, 1986

SINGLE PARENT/ HOMEMAKER : FOCUS ON CAREERS

FOCUS ON CAREERS, a program for single parents or homemakers who want to develop a career, change careers, or re-enter the workforce, announces its employability skills class schedule for January through May, 1987. All classes are free to adult men and women residents in Alachua and Bradford counties.

January 19-30
February 16-27
March 16-27
April 13-24
May 11-22

Classes are held at the SFCC campus from 9am to 2pm each day. Counseling and support groups are available. Graduates of the classes participate in "career club" meetings once each month to discuss issues they face in their work and daily lives. Call 395-5393 for more information about the program and to register for the class of your choice.

In the community

The annual **Sugarfoot Neighborhood Picnic** to meet neighbors and welcome newcomers begins at 3 p.m. today at Greenacre Park, entry through 3907 SW 6th Place. Recognition will be given to new neighbors and others. Please bring a lawn chair and a covered dish to serve 10. Hot dogs and beverages will be provided. T-shirts will be on sale. Dues are $4 per family.

SFCC programs

The Focus On Careers: a program for single parents or homemakers, is offering a free two-week program for young adults of Alachua and Bradford counties Monday through Oct. 24. There will be individual counseling and job clubs after each class. Pre-registration is necessary. Contact Marnie Moore at SFCC.

The Continuing Education for Health Professionals is offering several workshops for nurses in SFCC Building F, room 10. The first workshop is "Activism," options open to nurses during temporary leave or retirement from the profession, from 7 to 9:30 p.m. on Oct. 14-16. Registration fee is $16; five contact hours available. The second workshop is "Dying: Coping and Communicating," 8:30 a.m. to 4 p.m. Saturday; registration fee $16, six contact hours. Call Faye Wilson at Continuing Education for Nurses to register.

The **Displaced Homemaker Program: Focus on the Future** begins a five-week class on Oct. 27 for homemakers ages 35 and older who need direction and re-entry to the job market. There are no fees but pre-registration is necessary by Oct. 24. Call the program at SFCC.

Appendix I

Office for College Relations

Santa Fe Community College

May 22, 1987
Vol 5 #19

Friday Report

SPECIAL SUMMER WORKSHOPS ANNOUNCED.

Focus on Careers: The Single Parent or Homemaker Program announces a schedule of free Special Summer Workshops:

"Assertive Communications Skills" - Saturday, May 30
9:00 a.m. - 12:00 noon
"Interviewing for Success" - Monday, June 1
7:00 - 9:00 p.m.
"Coping with Stress" - Thursday, June 4
4:00 - 6:00 p.m.
"Resumes That Work for You" - Saturday, June 13
1:00 - 4:00 p.m.

All workshops will be held in Building R, Room 01. Preregistration is required. Call 395-5393 to make arrangements. (Free child care services are available for each workshop.)

Sunday, May 31, 1987 Gainesville Sun 3E

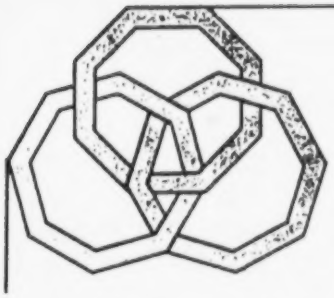
Singles clubs schedule a variety of activities

The singles groups offer a variety of programs for mature singles in the area.

In the community

Careers focus

The SFCC **Focus on Careers: The Single Parents or Homemakers Program** is offering a series of free workshops in Building R, room 01. Free child care is available. Pre-registration is required by call the program. Monday from 7 to 9 p.m. is "Interviewing for Success." Thursday from 4 to 6 p.m. is "Coping With Stress." Saturday, June 13, from 1 to 4 p.m. is "Resumes that Work for You."



Gainesville Area Women's Network

NETWORK NEWS

Jan. 1987

1987 WOMEN"S CONFERENCE

Don't forget to mark your calendars for Wednesday, Feb. 25 from noon to 4:30 for our annual WOMEN'S CONFERENCE. This year's topic is "Changing Lanes in the 80's" and will cover changing lifestyles, career changes, professional image, and making the most of volunteer skills. For further information, contact Jean Russel and you can also learn more about the conference at this month's luncheon.

HELP WANTED

The Network is in need of a REGISTRAR, whose main responsibilities are to register monthly luncheon guests and provide accurate mailing labels of all Network members. This is a part-time position requiring a computer (current membership is on software for an Apple IIE). The salary is $100 a month. If you are interested, please contact any Planning Council member at the luncheon or call Jean Russell.

ANNOUNCEMENTS

There will be a seminar on PARLIAMENTARY PROCEDURE on Sat., Feb. 14 at the Gainesville Women's Club from 9 a.m. to 1:30 p.m. Registration is $12.00 (includes brunch). Please contract Mrs. M.W. Emmel, P. O. Box 340, Gainesville, Fl. 32602 for further information.

Santa Fe Community College is sponsoring a new FOCUS ON THE FUTURE: DISPLACED HOMEMAKER PROGRAM starting Feb. 23. For more information, call 395-5047.

FOCUS ON CAREERS at Santa Fe Community College is having two-week employability skills classes as scheduled below:

Jan. 19-30	Mar. 16-27	May 11-22
Feb. 16-27	Apr. 13-24	

For more information, contact Marnie Moore or Marilyn Peyton at 395-5393 or 395-5055.

The 2nd annual American Cancer Society JAIL AND BAIL will be held on Jan. 27, 28, and 29. For $25 you can have your favorite person thrown in the slammer. Willing participants will be picked up at their office by a real off-duty Alachua County Sheriff's deputy, led away in handcuffs to the ACS "jail" at the Oaks Mall. After bail is set by the judge, jailees are given one hour to raise bail by calling friends and family to make pledges to the Cancer Scoiety. Interested in having someone arrested? Call 377-JAIL.

Take the First Step Toward a Job or Career.

ARE YOU? Divorced or Widowed • A Homemaker • Looking For a New Job • Underemployed • A Single Parent • Unemployed

YOU CAN GET HELP. CALL 395-5047.

Focus on Women ✖ Santa Fe Community College

AN EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION

Appendix K

June 1987

16

Women to Women

SFCC FOCUS ON CAREERS announces its FREE SPECIAL SUMMER WORKSHOPS

ASSERTIVE COMMUNICATION SKILLS — Saturday MAY 30 9 - 12 am

* Recognize the difference between assertion and aggression
* Learn effective communication techniques
* Learn to say "no" without feeling guilty

INTERVIEWING FOR SUCCESS — Monday JUNE 1 7 - 9 pm

* Learn strategies of interviewing for success
* Understand the importance of image, body language, and eye contact
* Learn how to field those "tough" questions

COPING WITH STRESS — Thursday JUNE 4 4 - 6 pm

* Learn how to identify and control what stresses you
* Understand the value of stress in your life
* Practice stress reduction techniques

RESUMES THAT WORK FOR YOU — Saturday JUNE 13 1 - 4 pm

* Learn how to develop a professional resume emphasizing your abilities
* Learn tips to make your resume work better for you

Free child care available.

All workshops will be held in Bldg R-Room 01, SFCC Campus, 3000 N.W. 83rd St., Gainesville.

Call 39505395 for information & reservations.

SINGLE PARENTS or HOME-MAKERS FOCUS: CAREERS

P.O. BOX 1530 • 3000 N.W. 83 STREET • 395-5393 • GAINESVILLE, FL. 32602

November 1986

NEWSLETTER

NOVEMBER CAREER CLUB MEETING

Tuesday, November 18th 7:00 to 9:00 pm Cafeteria 2nd floor SFCC Campus

Dr. Rubye Beal, a highly qualified speaker who is trained in human relations, will present an interesting discussion on "Dealing with Difficult People." If you wanted to hear Dr. Beal make this presentation to the public, it would cost you $45.00 for her one-hour presentation! She has offered to speak to us at no cost because of her commitment to our program and to your success.

Please plan to join us and give her a good audience to speak to. Call Marnie or Marilyn and reserve your seat. You are welcome to bring guests with you if you would like.

We hope to see you on the 18th.

****

CRHISTMAS PARTY

We thought is might be fun to have a very informal Christmas party this year to celebrate the season and to get everyone together once again. We are considering the evening of Thurs. December 11th from 7:00 to 9:00 pm in the Cafeteria at SFCC.

All members of your family are invited and any friends you might want to bring are too! We are trying to find a Santa Claus and are definitely going to have some very nice door prizes from some of the better local merchants!

It would be very helpful in our planning to know whether you are interested in attending the event and whether that night and times are convenient for you. Please call one of us no later than December 2nd and let us know if you can come.

NOVEMBER LUNCHEON OF GAINESVILLE AREA WOMEN'S NETWORK

The November luncheon of the Gainesville Area Women's Network will be held on Wednesday, November 26th from 11:30 to 1:15 at Ironwood Golf and Country Club. The topic for this month is "What women need to know about the new tax laws." Cost is $7.00 and should be mailed to G.A.W.N. P. O. Box 4066, Gainesville, FL 32613 no later than November 21st.

See you there!

DID YOU KNOW????

"The majority of women work because of economic need. Nearly two-thirds of all women in the labor force in March 1985 were either single (25%), divorced (12%), widowed (5%), separated (4%), or had husbands whose 1984 earnings were less than $15,000 (17%)."

"Women represented 61 percent of all persons 16 years old and over who had incomes below the poverty level in 1984."

"The average female worker is as well educated as the average male worker. in March 1985, both had completed a median of 12.8 years of schooling."

"In 1984, 71 percent of employed mothers with children under 18 work full time. Even when the youngest child was under 3, about 65 percent of employed mothers were full-time workers."

SOURCE: "Facts on Women Workers" U.S. Department of Labor, Office of the Secretary, Women's Bureau

$$$

ADVISORY COMMITTEE MEMBERS

FOCUS ON CAREERS

Isabell Ayers, Santa Fe Community College Board of Trustees

Anne Rogers Cuddeback, Older Americans Council

Leveda Brown, Alachua County Commissioner

Ron Burnett, HRS Work Incentive Program Supervisor

Jean Chalmers, Gainesville City Commissioner

Charna Cohn, Alachua County Information and Referral Service

Bertha Colwell, Sear, Roebuck and Company

Beverly Hill, Gainesville City Commissioner

Mary Horn, Counseling Associates, Inc.

Elizabeth Jones, Alachua County Volunteer Services

Pat Kilby, Norrell Temporary Services, Inc.

Lucille Maloney, Gainesville Woman's Club

Jane Fair Mase, American Association of University Women CHAIR

Diana McPherson, Three Rivers Legal Services

Jean Russell, Cannon-Treweek Insurance Agency

Sharon Tierney-Voss, Graduate of Displaced Homemaker Program

Earline Wesley, Alachua County Social Services

Ellen Wubbel, Graduate of Focus on Careers

RESOURCES AVAILABLE

TITLE	TYPE	PLACE	SUBJECT 1	SUBJECT 2
BODY LANGUAGE	VIDEO	FOC		
HARD HATS, BOOTS AND GOGGLES	BOOK	FOC		
JOB CLUB COUNSELOR'S MANUAL	BOOK	FOC	ADMINISTRATIVE	JOB CLUB
HOW TO SPEAK UP, SET LIMITS AND SAY NO WITHOUT LOSING YOUR JOR OR YOUR FRIENDS	AUDIO TAPE	FOC	ASSERTIVENESS	
BECOMING: A LEADER'S GUIDE FOR HIGH SCHOOL GRADUATES	BOOKLET	FOC	AWAREMESS	LEADERSHIP
LEARNING FROM EXPERIENCE: A HANDBOOK FOR ADULT WOMEN STUDENTS	BOOKLET	FOC	BECOMING A STUDENT	JOB SEARCH
BUSINESS MANAGEMENT TRAINING FOR RURAL WOMEN	BOOKLET	FOC	BUSINESS	MANAGEMENT
HOW TO DEVELOP A HIGH-TECHNOLOGY BUSINESS PLAN	BOOKLET	FOC	BUSINESS	
FLORIDA NATIONAL BANK BUSINESS PLANNING GUIDE	BOOK	FOC	BUSINESS	
FOR WOMEN: MANAGING YOUR OWN BUSINESS - WOMEN'S BUSINESS OWNERSHIP CONF. '84	BOOK	FOC	BUSINESS	

RESOURCES AVAILABLE

TITLE	TYPE	PLACE	SUBJECT 1	SUBJECT 2
STARTING AND MANAGING A NEW BUSINESS IN NORTH CENTRAL FLORIDA	PACKET	FOC	BUSINESS	
COMMUNITY COLLEGE WOMEN BUSINESS OWNERS ORIENTATION PROGRAM	NOTEBOOK	FOC	BUSINESS	
HOW TO CHOOSE, CHANGE, ADVANCE, YOUR CAREER	BOOK	FOC	CAREER ADVANCEMENT	CAREER EXPLORATION
REACH YOUR CAREER DREAMS - CAREER TRACK'S HANDBOOK FOR PROFESSIONAL WOMEN	BOOK	FOC	CAREER ADVANCEMENT	
SUCCESS SELF-PROGRAMMIN G - EIGHT POWERFUL TECHNIQUES THAT CREATE SUCCESS	AUDIO CASSETTE	FOC	CAREER ADVANCEMENT	
IMAGE & SELF-PROJECTION FOR TODAY'S PROFESSIONAL WOMEN	AUDIO CASSETTE	FOC	CAREER ADVANCEMENT	
BREAKING THE GLASS CEILING CAN WOMEN REACH THE TOP OF AMERICA'S LARGEST CORP.	BOOK	FOC	CAREER ADVANCEMENT	
LIFE SKILLS FOR WOMEN IN TRANSITION	BOOKLET	FOC	CAREER EXPLORATION	JOB SEARCH
CAREER TRACKS - A FLEXIBLE LONG-TERM CAREER GUIDE	BOOK	FOC	CAREER EXPLORATION	

RESOURCES AVAILABLE

TITLE	TYPE	PLACE	SUBJECT 1	SUBJECT 2
HOW TO GET THE JOB THAT'S RIGHT FOR YOU - THE RIGHT JOB	BOOK	FOC	CAREER EXPLORATION	
CAREERS - BUSINESS WEEK SPRING-SUMMER 1987	MAGAZINE	FOC	CAREERS	
COMMUNICATION SKILLS	VIDEO	FOC	COMMUNICATION SKILLS	
VOCATIONAL COUNSELING FOR DISPLACED HOMEMAKERS: A MANUAL	BOOKLET	FOC	COUNSELING	
CREATIVITY IN BUSINESS	BOOK	FOC	CREATIVITY	
TAKE THE ROAD TO CREATIVITY AND GET OFF YOU DEAD END	BOOK	FOC	CREATIVITY	
THE PSYCHOLOGY OF CREATIVITY	AUDIO CASSETTE	FOC	CREATIVITY	
SELF EMPLOYMENT	VIDEO	FOC	ENTREPRENEURIAL	
BOSS LADY	BOOK	FOC	EXECUTIVE SKILLS	
HOW TO GET WHAT YOU REALLY WANT	BOOK	FOC	GOAL SETTING	
PERSONAL GOAL SETTING	AUDIO CASSETTE	FOC	GOAL SETTING	
HOW WOMEN FIND JOBS: A GUIDE FOR WORKSHOP LEADERS	BOOKLET	FOC	HOW TO FOR LEADERS	
HOW ABOUT A LITTLE STRATEGY?	BOOKLET	FOC	IDEAS FOR MOTHERS IN SCHOOL	

RESOURCES AVAILABLE

TITLE	TYPE	PLACE	SUBJECT 1	SUBJECT 2
JOB INTERVIEWS	VIDEO	FOC	INTERVIEWING	
THE FIVE MINUTE INTERVIEW	BOOK	FOC	INTERVIEWING	
JOB SEARCH PLANS	VIDEO	FOC	JOB SEARCH	
THE SUCCESSFUL JOB SEARCH IN STUDENT DEVELOPMENT II	BOOKLET	FOC	JOB SEARCH	INTERVIEW SKILLLS
THE JOB HUNT: A CONCISE GUIDE TO THE BIGGEST JOB YOU WILL EVER HAVE	BOOK	FOC	JOB SEARCH	
THE PROFESSIONAL JOB SEARCH PROGRAM: HOW TO MARKET YOURSELF	BOOK	FOC	JOB SEARCH	
FINDING THE RIGHT JOB AT MIDLIFE	BOOK	FOC	JOB SEARCH	
FINDING A JOB	BOOK	FOC	JOB SEARCH	
JOB SEARCH: SKILLS, STRATEGIES AND SUCCESS	WORKBOOK	FOC	JOB SEARCH	
JOB SEARCH WORKSHOP FOR DISABLED, DISLOCATED AND DISCOURAGED WORKERS:LEADERS GUI	WORKBOOK	FOC	JOB SEARCH	
THE THREE BOXES OF LIFE	BOOK	FOC	LIFE STAGES	
THE MANAGERIAL WOMAN: THE SURVIVAL MANUAL FOR WOMEN IN BUSINESS	BOOK	FOC	MANAGEMENT	

RESOURCES AVAILABLE

TITLE	TYPE	PLACE	SUBJECT 1	SUBJECT 2
MARY KAY ON PEOPLE MANAGEMENT	BOOK	FOC	MANAGEMENT	
FOR WOMEN: MANAGING YOUR BUSINESS - A RESOURCE AND INFORMATION HANDBOOK	BOOK	FOC	MANAGING YOUR BUSINESS	
THE WORKING WOMAN FINANCIAL ADVISOR	BOOK	FOC	MONEY	FINANCE
THE WORKING WOMAN FINANCIAL ADVISOR	BOOK	FOC	MONEY	FINANCE
THE LITTLE ENGINE THAT COULD	BOOK	FOC	MOTIVATION	
PARENTING	VIDEO	FOC	PARENTING	
SINGLE MOTHER'S: RESOURCE HANDBOOK	BOOKLET	FOC	PARENTING	RIGHTS
THE SINGLE MOTHER'S HANDBOOK	BOOK	FOC	PARENTING	
WOMEN WHO LOVE TOO MUCH - WHEN YOU KEEP WISHING AND HOPING HE'LL CHANGE	BOOK	FOC	PERSONAL GROWTH	
WOMEN WHO LOVE TOO MUCH	BOOK	FOC	PERSONAL GROWTH	
IF YOU DON'T KNOW WHERE YOU'RE GOING, YOU'LL PROBABLY END UP SOMEWHERE ELSE	BOOK	FOC	PERSONAL GROWTH	

RESOURCES AVAILABLE

TITLE	TYPE	PLACE	SUBJECT 1	SUBJECT 2
FIXING RELATIONSHIPS THROUGH JOINT ACTION	TECHNICAL REPORT 24	FOC	PERSONAL GROWTH	WORK RELATIONSHIPS
LIFE SKILLS FOR WOMEN IN TRANSITION: A WORKSHOP GUIDE	BOOKLET	FOC	PLANNING A WORKSHOP	
CONTROL THEORY - A NEW EXPLANATION OF HOW WE CONTROL OUR LIVES	BOOK	FOC	PSYCHOLOGY	
PAPER TIGER: RESUME STRATEGIES THAT GET YOUR FOOT IN THE DOOR	BOOK	FOC	RESUMES	
SHIFTING GEARS FINDING SECURITY IN A CHANGING WORLD	BOOK	FOC	SECURITY	
RESIDENCE EDUCATION: A CAREER BEGINNING OR A CAREER PATH?	BOOKLET	FOC	SELF AND CAREER ASSESSMENT	
FREE TO BE YOU & ME	VIDEO	FOC	SELF-DISCOVERY	
SEX EQUITY	VIDEO	FOC	SEX EQUITY	
FREEING OURSELVES: REMOVING INTERNAL BARRIERS TO EQUALITY	BOOKLET	FOC	SEX ROLE STEREOTYPES	SELF DEVELOPMENT
SMALL BUSINESS DEVELOPMENT CENTER	BOOKLET	FOC	SMALL BUSINESS	
SO YOU WANT TO BE YOUR OWN BOSS: WOMEN'S GUIDE TO OPENING A SMALL BUSINESS	BOOKLET	FOC	SMALL BUSINESS	

RESOURCES AVAILABLE

TITLE	TYPE	PLACE	SUBJECT 1	SUBJECT 2
GETTING FREE: A HANDBOOK FOR WOMEN IN ABUSIVE RELATIONSHIPS	BOOK	FOC	SPOUSE ABUSE	
UP THE LADDER: WOMEN PROFESSIONALS AND CLIENTS IN COLLEGE STUDENT PERSONNEL	BOOK	FOC	STAFF DEVELOPMENT	
AN ENTREPRENEUR'S GUIDE TO STARTING A BUSINESS	BOOKLET	FOC	STARTING A BUSINESS	
THE RELAXATION & STRESS REDUCTION WORKBOOK	WORKBOOK	FOC	STRESS	
STRESS MANAGEMENT	VIDEO	FOC	STRESS MANAGEMENT	
THE STRESS MANAGEMENT WORKSHOP	WORKBOOK	FOC	STRESS MANAGEMENT	
STARTING AND ORGANIZING A BUSINESS - A LEGAL AND TAX GUIDE FOR SMALL BUSINESSES	BOOKLET	FOC	TAX GUIDE	
HEALTH & NUTRITION	VIDEO	FOC	WELLNESS	
WORKING WOMEN SPEAK: EDUCATION, TRAINING, COUNSELING NEEDS JULY 1979	BOOKLET	FOC	WOMEN'S EDUCATIONAL PROGRAMS	
GAMES MOTHER NEVER TAUGHT YOU: CORPORATE GAMESMANSHIP FOR WOMEN	BOOK	FOC	WORKPLACE POLITICS	

RESOURCES AVAILABLE

TITLE	TYPE	PLACE	SUBJECT 1	SUBJECT 2
DISPLACED HOMEMAKERS VO-TECH WORKSHOP GUIDE	MANUAL	FOC	WORKSHOP GUIDE	GENERAL

PROGRAM DEMOGRAPHICS

1986 - 87

	EMPLOYABILITY SKILL CLASS GRADUATES	OTHERS
ELIGIBILITY STATUS		
Single Parent	12	8
Married	33	17
Divorced	5	12
Separated	11	6
Widowed	2	0
AGE RANGE		
18 - 30 years	18	20
31 - 45 years	33	21
46 - 80 years	12	2
SEX		
Male	3	3
Female	60	40
RACE		
White	39	34
Black	19	7
Other	5	2
COUNTY OF RESIDENCE		
Alachua	46	42
Bradford	13	1
Other	4	0
TOTAL SERVED	63	43

Single Parents or Homemakers Program: FOCUS ON CAREERS

EMPLOYABILITY SKILLS COURSE EVALUATION

Please give us your honest opinion in each of the following areas to that we can continually up-grade the quality of the "Employability Skills Course" you have just completed.

1. What expectations did you have for the class when you came the first day?

_____

_____

_____

2. How do you feel these expectations were met? _____

_____

_____Suggestions for the next time:_____

_____

3. What was most beneficial to you in the class?

_____

_____

_____

4. What was least beneficial?

_____

_____

_____

5. What general suggestions do you have for improving the class?

_____

_____

_____

6. What can you tell us about the effectiveness of the printed material you were given?

_____

_____

_____

7. How was the video-taping of the mock interviews helpful to you?

Comments: _____

_____

_____

8. What changes have you noticed in yourself as a result of participating in this program?

_____

_____

_____

9. Do you have any suggestions regarding scheduling or meeting place?

Time of day: _____

Length of class: _____

Location of class: _____

10. Are there any issues you feel should be covered in the next class that we did not address?

_____

_____

_____

11. How would you encourage a friend to take this class? _____

_____

_____

Thank you very much for participating and helping us make this program better.

SANTA FE COMMUNITY COLLEGE
ADMINISTRATIVE ORGANIZATION